



Town of Pilot Mountain  
Armfield Civic Center, 873 W 52 Bypass, Pilot Mountain, NC 27041  
Monday, September 11, 2023, 7:00 PM

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## **BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

**Call to Order/Moment of Silence/Pledge of Allegiance**

**Adoption of Agenda**

**Presentations**

- [1.](#) Surry County Schools

**Public Comment**

*Anyone may speak on any issue. Before speaking, please state your name and address. Please limit comments to three minutes.*

**New Business**

- [2.](#) Recreation and Parks Update
- [3.](#) Main Street Coordinating Committee Appointments

**Administrative Reports**

- [4.](#) Town Manager & Staff Reports

**Mayor and Commissioners Comments**

**Other Business**

**Adjourn**



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Surry County Schools	
<b><u>Background Information:</u></b>	
Dr. Reeves and his team will be on hand to discuss Palmer Field with the Board.	
<b><u>Staff Recommendation:</u></b>	FY
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>•</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	

# **East Surry Athletics**

## **Palmer Field Upgrade Proposal**

# Purpose & Goal

We wish to provide our high school softball team with an exceptional playing field and facility worthy of high level competition.

We also expect to provide equal support to our female sport (softball) that we provide to our male sport (baseball)

# Previous Upgrades by East Surry & SCS

Over the past 2 years, with permission from Armfield Civic Center, we have invested in over \$40,000 in facility improvements to the Palmer Field that would benefit both our school program and the ESLL programs that use the venue. Recent upgrades include:

- Complete resurfacing of the Infield with premium sand/clay mix
- Top dressing the Outfield to improve drainage
- Installation of a new modern scoreboard.







**EAST SURRY  
SOFTBALL**

AT BAT BALL STRIKE OUT

FAIR-PLAY 1 2 3 4 5 6 7 8 9 TOTAL


 **ALLIANCE**  
INSURANCE SERVICES

# Scope & Vision

Our vision for the future is to improve Palmer Field with a complete renovation of the facility. This will provide better functionality, more practicality, better aesthetics, and increased safety.

Our improvement plan includes a new brick backstop, new larger brick dugouts, new PA area, new storage room, a larger fence for better safety and protection, new walkways around the facility, removal of the old press box building (which is a safety hazard and not ADA compatible), and installation of new bleachers for seating.



# Cost, Funding, & Timeline

The approximate cost of the project is expected to be \$80,000 (\$50,000 from NCGA & \$30,000 from fundraising)

The project would be fully funded by SCS & East Surry - costing Armfield and the Town of Pilot Mtn nothing

Expected Timeline For Completion:

- Mid September - begin bidding process
- Mid October - begin demolition and begin construction
- Mid December - construction completed

# Permission for Improvements

East Surry High School and Surry County Schools are seeking permission from the Town of Pilot Mtn to make the following changes to Palmer Field in order to facilitate our proposed upgrades:

- Tear down and remove current 2 story press building
  - It is currently a safety hazard and not ADA compliant
  - New signage will be created near the entry to still acknowledge the field as “Palmer Field”
- Tear down existing dugouts and fencing
- Trim or remove existing trees in the immediate vicinity for better visibility and accessibility.









TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Recreation and Parks Update	
<b><u>Background Information:</u></b>	
Recreation and Parks staff will be on hand to provide an update about ongoing and upcoming projects.	
<b><u>Staff Recommendation:</u></b>	FY
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>•</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• N/A</li></ul>	



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Main Street Coordinating Committee Appointments	
<b><u>Background Information:</u></b>	
There are two vacancies on the Main Street Coordinating Committee. Mayor Cockerham is recommending that the Board appoint Michele Fallin and Maria Watson.	
<b><u>Staff Recommendation:</u></b>	Appoint Fallin and Watson to Main Street Coordinating Committee
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Appoint Watson and Fallin to Main Street Coordinating Committee</li><li>• Seek more applications</li><li>• Take No Action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• Fallin application</li><li>• Watson application</li></ul>	





## APPLICATION FOR APPOINTMENT TO A BOARD/COMMITTEE

The Town of Pilot Mountain appreciates your interests in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board or Committee and assists in determining eligibility for appointment.

### Contact Information:

Name: Michelle Fallin Date of Application: 7/25/2023  
Mailing Address: 419 E Main Street, Pilot Mountain, NC 27041  
Physical Address: 419 E Main Street, Pilot Mountain, NC 27041  
Phone Number: (336) 486-4820 Alternate Phone Number:  
E-mail address: michelle.fallin17@gmail.com

### Residency

Do you reside in: ☒ Town Limits ☐ ETJ Length of residence in Pilot Mountain: 36 Years  
Months

### Interest

Please indicate below the Boards or Committees you are interested in serving on:

☐ Planning & Zoning Board ☐ Board of Adjustment ☐ Tourism Development Authority ☒ Other Main Street

### Questionnaire (Please attach additional sheets if needed)

Why do you want to serve on this board/committee?

The business environment and overall well-being of Pilot Mountain are very important to me.

Why do you think you would be an asset to this board/committee?

I am passionate about this town, growth, and teamwork.

What do you feel are your qualifications for serving on the board/committee requested?

Experience: WSPAR 4PN Chair 2 years, President PMCC 4 years, WSPAR Board of Directors 3 years

What areas of concern would you like to see the board/committee address?

Prior Public Service Experience (Boards/Committees/Civic groups - Please include dates of service):

1

Has any formal charge of professional misconduct ever sustained against you? If yes, please explain.

no

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? If yes, please explain.

no

Additional Comments:

### Ethics Guidelines for Town Boards

(Please check if you agree)

☐ Yes, if appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the Town of Pilot Mountain.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

Any board member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the board should excuse himself/herself from voting. The board may request the Town Attorney to respond in writing. I understand that is application is a public document. Additionally, I understand that some committee appointments require a criminal background check.

Michelle Fallin  
Print Name

Michelle Fallin  
Signature of Applicant

7/25/2023  
Date



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The Town of Pilot Mountain appreciates your interests in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board or Committee and assists in determining eligibility for appointment.

### Contact Information:

Name: Maria Watson Date of Application: 9-8-23

Mailing

Address: 865 Ararat Road Pilot Mtn NC 27041

Physical

Address: 865 Ararat Road Pilot Mtn NC 27041

Phone

Number: 336-528-0028

Alternate

Phone Number:

E-mail

Address: mnwatson05@gmail.com

### Residency

Do you reside in: ☐ Town Limits  
No ☐ ETJ

Length of residence in Pilot Mountain: \_\_\_\_\_ Years  
\_\_\_\_\_  
Months

### Interest

Please indicate below the Boards or Committees you are interested in serving on:

☐ Planning & Zoning Board ☐ Board of Adjustment ☐ Tourism Development Authority ☐ Other \_\_\_\_\_

**Questionnaire (Please attach additional sheets if needed)**



Why do you want to serve on this board/committee? To help make our town even better.

Why do you think you would be an asset to this board/committee? I have grown up in Pilot my whole life, attended all 3 schools in Pilot and love the town.

What do you feel are your qualifications for serving on the board/committee requested? People Person with a positive mindset

What areas of concern would you like to see the board/committee address?

Prior Public Service Experience (Boards/Committees/Civic groups - Please include dates of service):

Has any formal charge of professional misconduct ever been sustained against you? If yes, please explain. No

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? If yes, please explain. No

Additional Comments:

124 West Main Street, Box 1 • Pilot Mountain, NC 27041 (P) 336.368.2248 • (F) 336.368.9532 • [www.pilotmountainnc.org](http://www.pilotmountainnc.org)

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(Please check if you agree)

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\_\_\_\_\_  
Maria Watson

\_\_\_\_\_  
Maria Watson

\_\_\_\_\_  
Print Name Signature of Applicant Date

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## MEMORANDUM

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**TO:** Mayor and Board of Commissioners  
**FROM:** Michael Boaz, Town Manager/Finance Officer  
**DATE:** September 6, 2023  
**RE:** September 2023 Manager's Report

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- At last month's meeting I reported that I thought the utility cut repairs would be done that same week. There was some miscommunication between the contractor, their sub, and I. At any rate, that work did not get done. However, we are all on the same page now and the work is scheduled for the next week to 10 days.
- The staff is intending to engage the Planning & Zoning Board in a discussion of the permitted use table for the CB district. We have heard concerns about churches being allowed in the CB district and we plan to discuss this and other uses with the P&Z Board next month.
- Staff has received a request that we look into establishing a trap, spay/neuter program for the Town. Under this program volunteers/property owners would get humane traps to capture feral cats. These cats would then be spayed/neutered, vaccinated, and have their ears notched and then released back into the same area. Over time this reduces the feral cat population without euthanizing the animals. We will bring more information back to the Board at a future meeting.
- At last month's meeting, I reported that we were having some issues with meters failing in the water system. At this time, we have about 320 still meters. Mueller has approved the first 168 meters for replacement and they should be delivered this month. We have a contractor scheduled to install these meters as soon as they arrive and so the first 168 of these still meters should be functioning by mid-October. We have also placed the order for the remainder of the meters needed to get all the still meters functioning again, but do not yet have a shipping date. We are continuing to monitor the system and will stay on top of Mueller to make sure that we replace meters as they fail.

## **PROJECT UPDATES**

1. Depot Street Stream Restoration Project: Construction is complete.
2. Streetscape Project: Awaiting on funding which is anticipated in the State budget.
3. WWTP & Pump Station Project: Project is complete except for final startup of Clarifier 2.
4. 2022 Collection System Project: Design has begun.
5. 2022 Distribution System Project: Design is underway.
6. WWTP Rehab Phase 2: The design is underway.
7. 2022 Water AIA Project: We are awaiting the delivery of meters to setup the leak detection study.  
This phase will take 10 months to collect necessary data.



# TOWN OF PILOT MOUNTAIN

## Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2024

Reporting Period: August 1-August 31 2023

### OUR CASH AND INVESTMENTS

Balances on August 31, 2023, in whole dollars

#### CASH & INVESTMENTS BY FUND

GENERAL FUND		
	August 2022	August 2023
Central Depository	\$ (5,237)	\$ 327,569
NCCMT	(2,275)	50,000
NCCMT-Powell Bill	107,766	107,766
NCCMT-Term Account	-	-
Police Drug Forfeiture	454	1,852
Centura Bank CD	25,031	25,031
Fiduciary Funds	59,215	64,839
<b>TOTAL GENERAL FUND</b>	<b>\$ 184,954</b>	<b>\$ 577,057</b>
OTHER FUNDS		
	August 2022	August 2023
Water & Sewer Fund	\$ (19,925)	\$ (5,746)
NCCMT-Water/Sewer	\$ 6,241	\$ 6,241
2022 Distribution System	NA	\$ 27,020
Streambank	\$ 650,000	\$ 259,093
WWTP Upgrade	\$ (3,010)	\$ (235,343)
2022 Collection System	N/A	\$68,770
Water Treatment Upgrade	(\$277,655)	(\$369,625)
Streetscape Project	\$0	\$0
Sunset Sewer Project	(\$58,272)	(\$39,822)
Street Resurfacing	\$29,035	(\$15,045)
WWTP Phase 2	N/A	\$40,300
2022 Water AIA	N/A	
Capital Reserve	\$ 53,206	\$ 128,981
ARPA Funds	\$ 196,789	\$ 50,000
<b>TOTAL OTHER FUNDS</b>	<b>\$ 576,410</b>	<b>\$ (85,175)</b>
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	August 2022	August 2023
ALL FUNDS	\$ 761,364	\$ 491,881

### OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
<b>Fiscal Year Budget</b>	<b>\$ 2,194,700</b>	<b>\$ 3,132,460</b>
Revenues Fiscal Year to Date	15.00%	23.00%
Expenses Fiscal Year to Date	27.13%	37.27%
WATER & SEWER ENTERPRISE FUND		
<b>Fiscal Year Budget</b>	<b>\$ 1,399,260</b>	<b>\$ 1,399,260</b>
Revenues Fiscal Year to Date	14.31%	14.98%
Expenses Fiscal Year to Date	16.28%	12.59%
WWTP & PUMP STATION REHAB PROJECT		
<b>Project Budget</b>	<b>\$ 1,374,500</b>	<b>\$ 1,374,500</b>
Revenues Project to Date	\$ 122,445	3.83%
Expenses Project to Date	\$ 167,827	8.70%
Water Treatment Upgrade Project		
<b>Project Budget</b>	<b>\$ 3,978,000</b>	<b>\$ 3,978,000</b>
Revenues Project to Date	\$ 3,675,162	10.72%
Expenses Project to Date	\$ 4,156,545	11.38%
Sunset Sewer Rehabilitation Project		
<b>Project Budget</b>	<b>\$ 2,573,038</b>	<b>\$ 2,573,038</b>
Revenues Project to Date	\$ 2,056,327	55.71%
Expenses Project to Date	\$ 2,133,417	55.07%
WATER & SEWER AIA PROJECT		
<b>Project Budget</b>	<b>NA</b>	<b>\$ 305,000</b>
Revenues Project to Date	\$ 332,279	97%
Expenses Project to Date	\$ 314,278	96%

### SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

				Comparison of FY %				Comparison of Monthly Expenses				
				Prior		Current		Fiscal Year	YTD Expenses			
				FY %		FY %		2024 Budget	Prior FY	Current FY		
AD VALOREM PROPERTY TAX												
Fiscal Year Budget				\$	968,150	\$	1,099,400					
Revenues this Month	\$	145,713		15.93%		13.25%		\$ 55,440	\$	17,898	\$ 16,136	
Revenues FYTD	\$	153,802		17.06%		13.99%		256,310		78,455	111,444	
								26,500		7,700	10,700	
								162,970		34,417	74,305	
SALES & USE TAX								1,139,560		264,549	267,350	
Fiscal Year Budget				\$	630,000	\$	670,000	130,240		69,287	315,376	
Revenues this Month	\$	56,698		8.50%		8.46%		42,530		7,140	1,800	
Revenues FYTD	\$	109,303		17.26%		16.31%		320,250		78,780	57,302	
UTILITY FRANCHISE TAX								18,870		21,020	7,907	
Fiscal Year Budget				\$	110,000	\$	110,000	40,370		4,880	5,806	
Revenues this Month	\$	-		0.00%		0.00%		197,850		11,243	14,403	
Revenues FYTD	\$	-		0.00%		0.00%		741,570	NA		284,794	
REFUSE COLLECTION FEES								\$ 3,132,460	\$	595,369	\$ 1,167,325	
Fiscal Year Budget				\$	75,000	\$	118,510		\$	2,194,700	\$ 3,132,460	
Revenues this Month	\$	10,353		10.41%		8.74%		YTD % of Annual Budget Expended		27.13%	37.27%	
Revenues FYTD	\$	18,506		19.56%		15.62%						
ARMFIELD CIVIC CENTER								WATER & SEWER ENTERPRISE FUND				
Fiscal Year Budget				N/A		\$	562,000	General	\$	336,940	\$ -	
Revenues this Month	\$	21,573	N/A			3.84%		Water/Sewer Administration		291,670	56,928	
Revenues FYTD	\$	57,278	N/A			10.19%		Production		258,240	25,768	
								WWTP		278,020	35,672	
								Line Maintenance		234,390	89,150	
WATER & SEWER ENTERPRISE FUND REVENUES								\$ 1,399,260	\$	207,518	\$ 176,184	
Fiscal Year Budget				\$	1,274,390	\$	1,399,260	Fiscal Year Budget		\$	1,399,260	\$ 1,399,260
Revenues this Month	\$	110,971		7.56%		7.93%		YTD% of Annual Budget Expended		14.83%	12.59%	
Revenues FYTD	\$	209,644		14.31%		14.98%						





Assure Station Metrics Monthly Reporting

Company Id  
136351

Port Level  
All

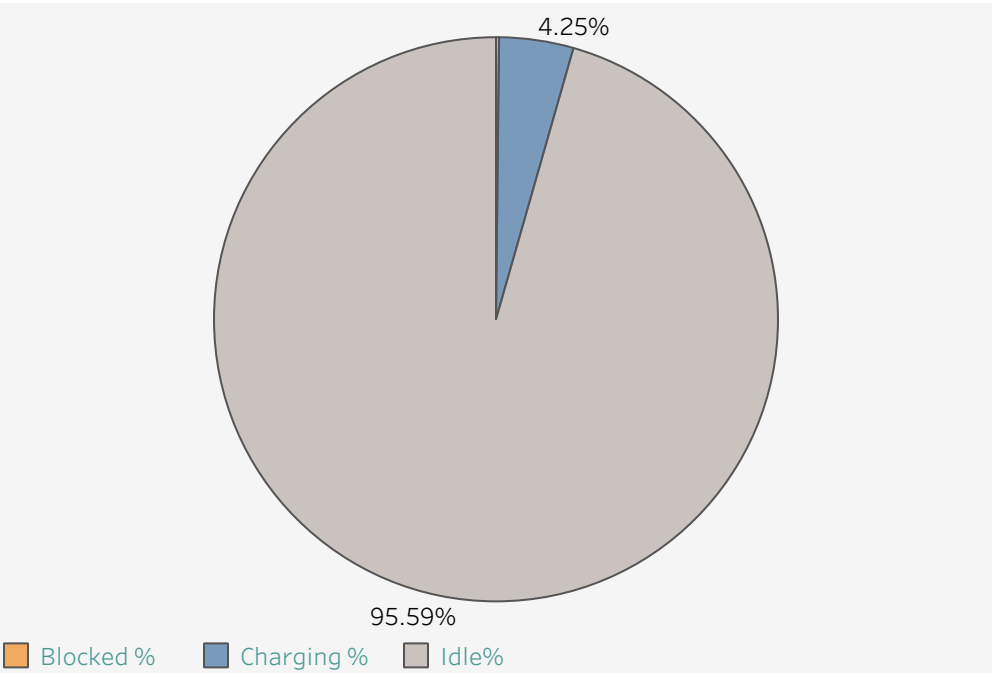
Town of Pilot Mountain, NC - Monthly Report - July 2023

Organization Name  
All

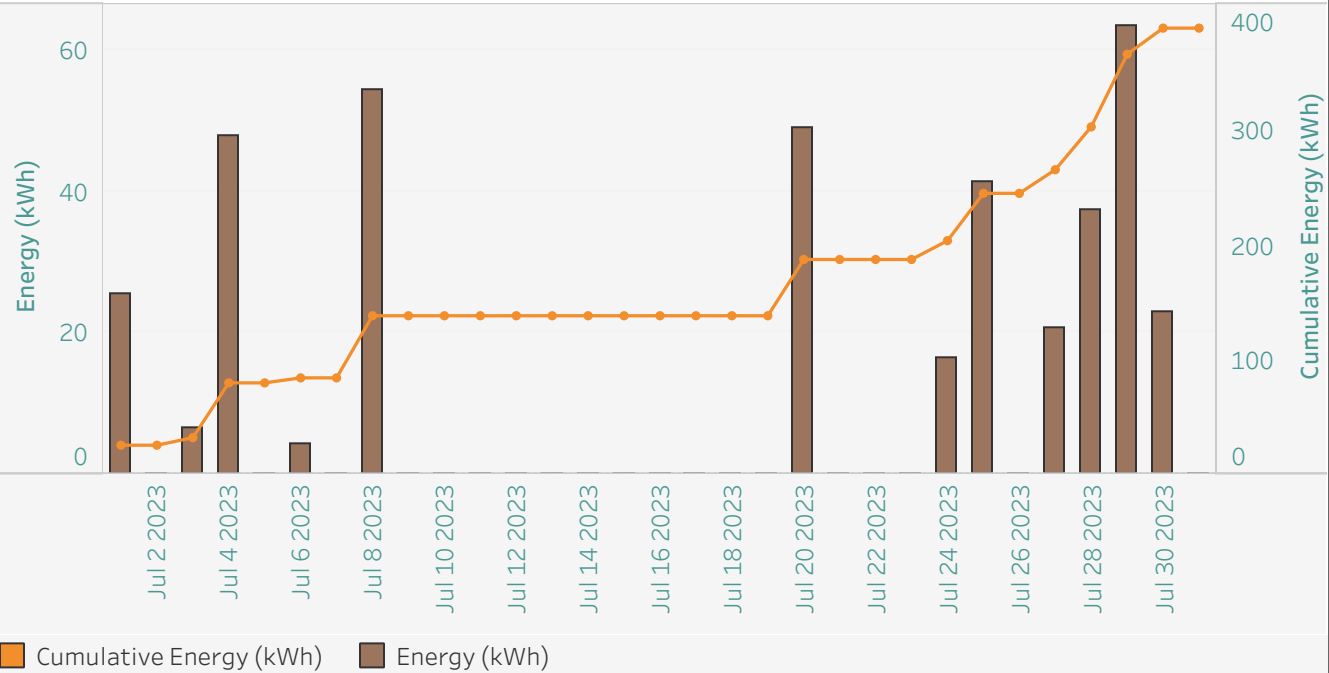
Month End Date  
7/31/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	1	0	390	164	49	7	20

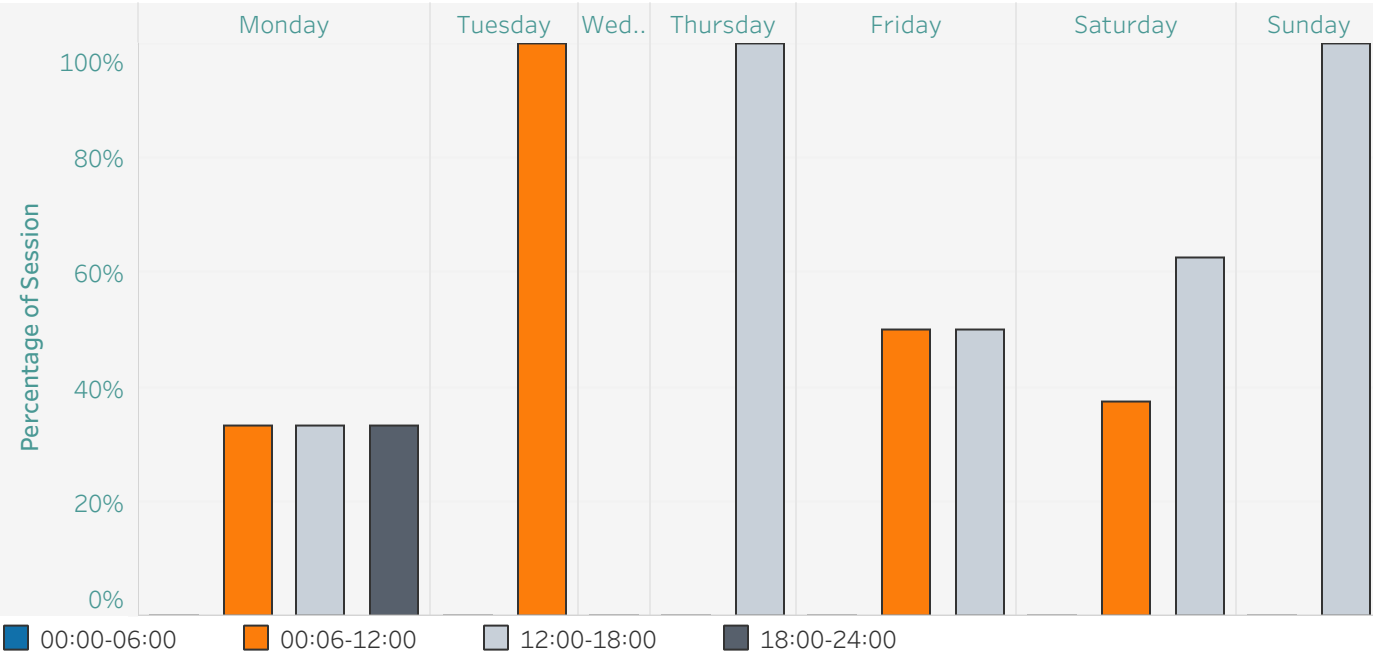
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	3.28
Average Session Charge Time (Hours)	3.16
Average Session Energy (kWh)	19.50
Average Session Revenue (\$)	0.00
Occupied Hours	65.68
Charging Hours	63.21



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.  
You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.  
You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.  
This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).  
This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.  
This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).  
An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Uptime:** Percentage of time that your ports were capable of dispensing power.  
ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.  
An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.  
This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.  
This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.  
This is used in part to determine utilization.

# TOWN OF PILOT MOUNTAIN WASTEWATER TREATMENT PLANT ANNUAL PERFORMANCE REVIEW

## I. General Information

Facility/System Name: Pilot Mountain WWTP

Responsible Entity: Town of Pilot Mountain

Person in Charge/Contact: Kent Scott, ORC/ (336)368-4041

Applicable Permit(s): NPDES No. NC0026646

### Description of Treatment Process:

The Town of Pilot Mountain Wastewater Plant has a permitted flow of .5 million gallons per day the facility consists of, extended aeration ditch two clarifiers and chlorine contact chambers. The plant is located on Lynchburg Road here in Pilot Mountain.

## II. Performance

Summary of Plant Performance for Fiscal Year July 1, 2022 – June 30, 2023.

The Pilot Mountain WWTP treated a total of 56.063 million gallons during this fiscal year, an average of .153 million gallons per day.

Listed below are any monthly violations of permit conditions or other environmental regulations, the environmental impact of those violations and corrective measures taken to address the violations.

MONTH	VIOLATION	ENVIRONMENT IMPACT	CORRECTIVE MEASURES TAKEN
September 2022	TSS	None	We had a slug flow come into the plant we were back in compliance the following week.
January 2023	Fecal Coliform	None	Repaired chlorination equipment.
May 2023	Fecal Coliform	None	Repaired chlorination equipment.

## III. Notification

Copies of this report are available at the Pilot Mountain Town Hall located 124 West Main Street, Box 1 Pilot Mountain, N.C. 27041

## IV. Certification

I certify under penalty of law that this report is complete and accurate to the best of my knowledge. I further certify that this report has been made available to the users or customers of the named system and that those users have been notified of its availability.

  
\_\_\_\_\_  
Responsible Person: Kent Scott  
Title: ORC  
Entity: Town of Pilot Mountain

8-29-23  
Date

## Zoning Permit Applications

Applications For the Date Range 08/01/2023 Thru 08/31/2023

#	Reference #	Application Type	Property Address	Block	Lot	Owner Name	Date Entered	Date Issued
<b>STATUS: APPROVED</b>								
1	Z-2023-0041	NON-RESIDENTIAL - ACCESSORY STRUCTURE	801 W MAIN ST			SURRY COUNTY BOARD OF EDUCATION	08/18/2023	08/21/2023
2	Z-2023-0042	RESIDENTIAL - NEW CONSTRUCTION	1152 DODSON MILL RD			STACEY P COLLINS	08/21/2023	08/22/2023
3	Z-2023-0045	RESIDENTIAL - NEW CONSTRUCTION	205 DODSON ST			SIMON FUTURES LLC	08/22/2023	08/22/2023
4	Z-2023-0044	RESIDENTIAL - NEW CONSTRUCTION	311 S STEPHENS ST			SIMON FUTURES LLC	08/22/2023	08/22/2023
5	Z-2023-0043	RESIDENTIAL - NEW CONSTRUCTION	309 S STEPHENS ST			SIMON FUTURES LLC	08/22/2023	08/22/2023
6	Z-2023-0046	NON-RESIDENTIAL - ACCESSORY STRUCTURE	209 NC 268 E			G & B OIL CO INC	08/23/2023	08/24/2023
7	Z-2023-0047	RESIDENTIAL - ACCESSORY STRUCTURE	210 TOMS CREEK BLUFF LN			GANYARD GLEN N	08/31/2023	08/31/2023
7	<b>TOTAL APPROVED APPLICATIONS</b>							
7	<b>TOTAL APPLICATIONS THIS REPORT PERIOD</b>							



## Concern Report

	Reference #	Status	Date Entered	Description of Concern
	Concern Type		Date Closed	
	Concern Address		Days to Resolve	
1	RAC-2023-00031	NEW	08/11/2023	
	313 W MAIN ST		26	
2	RAC-2023-00032	IN PROGRESS	08/29/2023	
	LOLA LN		8	
3	RAC-2023-00033	NEW	08/29/2023	
	106 THOMPSON LN		8	
4	RAC-2023-00034	NEW	08/29/2023	
	108 THOMPSON LN		8	
5	RAC-2023-00035	NEW	08/29/2023	
	107 THOMPSON LN		8	

## General Services Work Order Applications

Applications For the Date Range 08/01/2023 Thru 08/31/2023

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
<b>STATUS: CLOSED</b>								
1	JOB-2023-00274	DPW	OTHER	CEMETERY SECTION J	MARK PLOT J335 FOR HEADSTONE.	8/1/2023	8/1/2023	0
2	JOB-2023-00275	DPW	OTHER	204 LOLA LN	CUSTOMER NEEDS A RECYCLE CART	8/6/2023	8/25/2023	19
3	JOB-2023-00278	DPW	ROADWORK	CRESTWOOD DRIVE	FINISH INSTALLING SPEED BUMPS ON CRESTWOOD.	8/8/2023	8/9/2023	1
4	JOB-2023-00277		ROADWORK	N DEPOT STREET	INSTALL SPEED BUMPS ON N DEPT.	8/8/2023	8/9/2023	1
5	JOB-2023-00276	DPW	SIDEWALK/CURB REMOVE FLOWER POTS	DEPOT STREET	PLEASE REMOVE AND DISPOSE OF CONCRETE FLOWER POTS ON DEPOT ST.	8/8/2023	8/21/2023	13
6	JOB-2023-00279	DPW	GARBAGE/RECYCLING	813 SUNSET DR	REPLACE GARBAGE CART - HOLES IN THE BOTTOM	8/9/2023	8/25/2023	16
7	JOB-2023-00281	DPW	FIRE HYDRANTS TURN ON	FIRE DEPARTMENT - S KEY ST	OPEN HYDRANT SO THEY CAN FINISH REPAIRS	8/11/2023	8/21/2023	10
8	JOB-2023-00280	DPW	OTHER	307 S KEY ST	TURN WATER ON FOR OWNER. METER #1700027716	8/11/2023	8/11/2023	0
9	JOB-2023-00282	DPW	STORM WATER	831 DODSON MILL RD	STORM DRAIN NEEDS TO BE CLEANED OUT	8/15/2023	8/15/2023	0
10	JOB-2023-00283	DPW	OTHER	510 E MAIN ST	TURN WATER OFF FOR OWNER. METER #1700027493 THEY THINK IT IS STILL ON	8/16/2023	8/21/2023	5
11	JOB-2023-00284	DPW	OTHER	440 OLD HOLLOW RD	SET METER FOR NEW SERVICE	8/17/2023	8/21/2023	4
12	JOB-2023-00285	DPW	SEWER	514 BUTLER ST	CHECK TO MAKE SURE THE MAIN LINE IS CLEAR ON TOWN SIDE	8/17/2023	8/17/2023	0
13	JOB-2023-00287	DPW	PUMP STATION	LOWER CRESTWOOD	PUMP LIFT STATION TWICE DAILY FROM 8/18 THROUGH 8/21	8/21/2023	8/21/2023	0
14	JOB-2023-00288	DPW	PUMP STATION	LOWER CRESTWOOD	REMOVED TWO LIFT PUMPS AND REPLACED ONE . ALSO REPLACED GUIDE RAIL AND ELECTRICAL REPAIRS	8/21/2023	8/21/2023	0
15	JOB-2023-00289	DPW	PLUMBING	VETERANS DRIVE	REPAIRED 3/4 WATER LINE	8/21/2023	8/21/2023	0
16	JOB-2023-00290	DPW	VEHICLES		BACKHOE BROKE DOWN ON JOB SITE. REMOVED AND REPLACED TWO FUEL FILTERS	8/21/2023	8/21/2023	0
17	JOB-2023-00294	DPW		BUCKINGHAM @ FAIRFAX	WATER LINE BREAK	8/22/2023	8/24/2023	2
18	JOB-2023-00295	DPW	OTHER	CEMETERY SECTION F	MARK PLOT FOR BURIAL OF CREMAINS ON SATURDAY, AUGUST 26TH. JAMES ALLEN KOSTUCK	8/22/2023	8/25/2023	3
19	JOB-2023-00293	DPW	OTHER	203 W MAIN ST	CHARLOTTE YORK REQUESTED THAT ALL THE CONCRETE FLOWER POTS BE REMOVED FROM THAT BLOCK BECAUSE THEY ARE DAMAGED	8/22/2023	8/30/2023	8
20	JOB-2023-00291	DPW	HOLIDAY EVENT CLEANUP	DEPOT STREET	REMOVE CHAIRS, BARRICADES, TENTS FROM DEPOT AND RETURN TO STORAGE.	8/22/2023	8/25/2023	3
21	JOB-2023-00298	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR SEPTEMBER BILLING	8/24/2023	8/28/2023	4
22	JOB-2023-00297	DPW	GARBAGE/RECYCLING	206 S STEPHENS ST	REPLACE DAMAGED GARBAGE CART.	8/24/2023	8/25/2023	1
23	JOB-2023-00296	DPW	OTHER	408 DODSON CT	TURN OFF FOR NON-PAYMENT. METER #1700026897	8/24/2023	8/25/2023	1
24	JOB-2023-00300	DPW	FIRE HYDRANTS FLUSH HYDRANT	HWY 268 E	FLUSH END OF LINE	8/25/2023	8/25/2023	0

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Applications For the Date Range 08/01/2023 Thru 08/31/2023

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
25	JOB-2023-00299	DPW	GARBAGE/RECYCLING	616 S KEY ST	REPLACE DAMAGED GARBAGE CART	8/25/2023	8/25/2023	0
26	JOB-2023-00301	DPW	OTHER	VARIOUS LOCATIONS	CUT OFF FOR NON PAYMENT. 32 ACCOUNTS	8/28/2023	8/30/2023	2
27	JOB-2023-00302	DPW	GARBAGE/RECYCLING	200 BLK W MARION	DEAD SKUNK	8/28/2023	8/30/2023	2
28	JOB-2023-00307	DPW	ROADWORK BARRICADES	SCHOOL STREET	INSTALL BARRICADES AND NO PARKING SIGNS.	8/29/2023	8/30/2023	1
29	JOB-2023-00308	DPW	OTHER	408 DODSON CT	TURN WATER ON FOR NEW SERVICE. METER #1700026897	8/29/2023	8/30/2023	1
29	TOTAL CLOSED APPLICATIONS							
STATUS: IN PROGRESS								
1	JOB-2023-00305	DPW	OTHER	311 S STEPHENS ST	WATER & SEWER TAPS. NEW CONSTRUCTION	8/28/2023		0
1	TOTAL IN PROGRESS APPLICATIONS							
STATUS: NEW								
1	JOB-2023-00286	DPW	SEWER	124 LYNCHBURG RD	CHECK FOR BLOCKAGE OR CRACK IN SEWER LINE. CALL CUSTOMER IF YOU FIND ANYTHING. MICHAEL YARD - 910-496-6977	8/21/2023		0
2	JOB-2023-00292	DPW	SEWER DISCHARGE LINE	HWY 268 W	EFFLUENT FORCE MAIN DISCHARGE LINE IS GUSHING WATER ABOUT 2 MILES PAST WHITAKER CHAPEL RD	8/22/2023		0
3	JOB-2023-00304	DPW	OTHER	309 S STEPHENS ST	WATER & SEWER TAPS. NEW CONSTRUCTION	8/28/2023		0
4	JOB-2023-00303	DPW	OTHER	205 DODSON ST	WATER & SEWER TAPS FOR NEW CONSTRUCTION	8/28/2023		0
5	JOB-2023-00306	DPW	SIGNS	DEPOT STREET	PAINT PERMANENT HANDICAP SPACES ON DEPOT NEAR MAIN.	8/29/2023		0
6	JOB-2023-00310	DPW	GARBAGE/RECYCLING	829 W MAIN ST	NEW CUSTOMER - NEEDS GARBAGE AND RECYCLE CART	8/31/2023		0
7	JOB-2023-00309	DPW	OTHER	149 SHOALS RD	CHECK FOR LEAK. YARD IS SATURATED BEHIND MAILBOX AND METER IS NOT WORKING SO WE CAN'T TELL.	8/31/2023		0
8	JOB-2023-00311	DPW	OTHER	510 E MAIN ST	PUT UP A FLAG IN LOCATION FOR A MAILBOX. THEY WILL DIG AND PLACE THE POST.	8/31/2023		0
8	TOTAL NEW APPLICATIONS							
38	TOTAL APPLICATIONS THIS REPORT PERIOD							